

# GLENVILLE STATE UNIVERSITY POLICIES

## PERSONNEL POLICY 21

### TRAVEL

#### 21.1. General

##### 1.1. Scope

1.1.1. This policy implements the regulations concerning management of in state, out of state and international travel, hereinafter referred to as "travel," and for reimbursement of expenses to employees, members of the Glenville State University Board of Governors, hereinafter referred to as the "Governing Board," and other non employees traveling on behalf of the Governing Board or the University.

1.1.2. Consultants and contractors are not required to use this policy and regulations, at the University's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.

1.1.3. Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this policy; otherwise, this policy shall govern such reimbursement.

##### 1.2. Authority West Virginia Code §12

##### 1.3. Effective Date June 10, 2020

1.4. According to the West Virginia Code, it shall be unlawful for the Auditor to issue a warrant in payment of any claim for travel expenses incurred by an employee, Board member, or other non employee unless such claim meets all the requirements of this policy.

##### 1.5. Revision of Former Policy Repeals and incurred

any person, and her or his spouse when appropriate, who is invited to visit the University, or any other facility under the control of the Board, to be interviewed concerning her or his possible

employment by the Board or agent thereof. Authorization for such payment shall be given by the president, and/or other administrative head of the University, or their duly authorized designee(s).

2.2. The Governing Board may authorize payment of: (1) all or part of the reasonable expenses incurred by a person newly employed by the Board, in moving such employee's household furniture, effects and immediate family to the employee's place of employment; and (2) all or part of the reasonable expenses incurred by an employee of the Board in moving her or his household furniture, effects and immediate family as the result of reassignment of the employee which is considered desirable, advantageous to and in the best interest of the Governing Board; provided, that no part of the moving expenses of any one such employee shall be paid more frequently than once in twelve months. Authorization for such payment shall be given by the president and/or their duly authorized designee(s).

### **21.3. Delegation of Authority and Responsibilities**

3.1. Authority to manage, approve or disapprove travel and travel related expenses is delegated exclusively to the President of the University. Such delegated authority may also be revoked by the Governing Board.

3.2. The President may also delegate authority to others within the University to act as her or his designee(s) for authorizing and approving travel and travel related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of this policy.

3.3. Travel may be authorized only for official business and only if the University has the financial resources to reimburse the traveler for travel expenses.

3.4. The President or designee may also develop administrative policies and procedures for the University, consistent with this policy, to provide additional guidance to employees and others traveling on behalf of the University.

3.5. The responsibility to audit a traveler's expense account settlement lies with the University. Approval of a traveler's expense account settlement by the University means that the expense settlement meets all criteria established by this policy for reimbursement. The University shall audit and submit an accurate expense account settlement for reimbursement to the State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.

### **21.4. Travel Regulations Applicable to All Employees, Board Members, and Non Employees**

#### **4.1. Employees**

4.1.1. Approval to travel shall be secured in advance by the employee in accordance with this policy and, if applicable, the administrative policies and procedures of the University.

4.1.2. Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required attachments, to her or his University within a reasonable amount of time after the last day of the approved travel, not to exceed 180 days, in order to qualify for reimbursement of expenses or for payment.

#### 4.2. Members of the Governing Board

4.2.1. This policy shall govern reimbursement of travel expenses to members of the Governing Board when a Board member requests reimbursement for such expenses from the Governing Board.

#### 4.3. Non Employees

4.3.1 When non employees are eligible to receive reimbursement of travel expenses, such reimbursement shall be made in accordance with this policy.

### 21.5. Transportation

#### 5.1. Air Transportation

##### 5.1.1. Commercial Airlines

5.1.1.1. Allowable reimbursement for commercial airline travel shall include the actual expense or cost of the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular airline in order to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare.

5.1.1.2. Travelers are expected to make advance bookings through a travel service vendor or as otherwise approved by the University to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased up to 180 days before the trip begins.

5.1.1.3. In order to receive reimbursement, the traveler must submit the



5.2.1.2. Privately Owned Vehicles/Courtesy Vehicles: Privately owned and courtesy vehicles may be used when traveling on University business. Reimbursement for mileage will be made at the current prevailing rate per mile established by the Internal Revenue Service.

..... 5.2.1.3. Commercial Rental Vehicles: Commercial rental vehicles may be  
..... used when traveling on University business. Reimbursement will be  
..... made at actual cost for the daily rental fee for a mid size or smaller  
..... vehicle, plus mileage fees and fuel costs. For travel of more than a few  
..... days in duration, weekly rental rates may be reimbursed if they will result in a daily reimbursement.

..... citations, charges, or warrants attributable to operator negligence. Such fines and/or  
..... penalties shall not be a reimbursable expense.

5.2.3. In cases where a traveler chooses to drive rather than fly while on  
..... business, reimbursement will be based on actual in transit expenses  
..... (mileage, hotel, meals, etc.), not to exceed the lowest available  
..... commercial airfare plus local transportation to and from the airport.

5.2.4. Roadside assistance services for fleet, rental and personal vehicles, if  
..... needed, may be reimbursed at actual cost if deemed appropriate and  
..... reasonable by the University officer authorized to approve travel expenses.

## **21.6. Lodging**

6.1. Reimbursement for lodging shall include actual expenses for overnight accommodations,  
use of a room during daytime, and all applicable taxes and surcharges. Reservations for lodging  
may be made by the traveler at the nearest least expensive and/or the most logical facility  
available. Lodging receipts are required for reimbursement.

6.2. Lodging may be direct billed; however, the traveler must attach a copy of the lodging  
invoice or other proof of lodging to the traveler's final expense account settlement.

## **21.7. Meals**

7.1. Meal expense reimbursement is limited to actual expenses for food, service and gratuities,  
not to exceed the Authorized Daily Rates (ADR) as established by the Higher Education  
Policy Commission (HEPC). Specifically excluded are alcoholic beverages and  
entertainment expenses. Meal reimbursement is allowed when lodging is listed as "gratis" or  
"no charge."

7.2. When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced  
as follows: Breakfast and Lunch 20% and Dinner 60%.

7.3. Meal expense reimbursement for single day travel (when there is not an overnight stay)  
will not be reimbursed.

7.4. Meal expense reimbursement for overnight stay will be reimbursed at actual expense  
for a maximum of \$35.00 per day in state and \$50.00 per day out of state. Alcoholic  
beverages and entertainment expenses are excluded. Meal expense cannot be reimbursed if all  
meals were included in the registration fee. Meal expense not  
included in the registration fee will be reimbursed at the following rates:



9.1.1. Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check in), or when using a lodging facility that has portage (i.e., "bell person") services rather than a facility where the traveler is expected to carry her or his own luggage;

9.1.2. Baggage storage between appointments, and between hotels and meeting places;

9.1.3. Tolls, garage and parking fees, including gratuities;

9.1.4. Communication expenses such as:

9.1.4.1. Local calls which may include a surcharge;

9.1.4.2. Long distance calls which may include toll charges and surcharges;

9.1.4.3. Surcharges as:

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10.2 Direct Billing of certain travel expenses from some vendors may be established by the traveler. The traveler is responsible for attaching to her/his final expense account settlement copies of receipts, invoices, documentation, etc. for any direct billed fee.

### **21.11. Reimbursement**